

ANNEX J

PROTECTIVE SHELTER AND MASS CARE

I. Purpose

To establish plans, procedures, policies and guidelines for providing temporary lodging, feeding and general welfare for persons forced to leave their homes due to any kind of emergency, disaster or precautionary evacuation.

To determine actions and establish procedures necessary for the protective sheltering of the citizens of the City of Ankeny as a result of a natural, technological or national security event.

II. Sheltering In Place

City officials will evaluate the benefit of sheltering in place prior to recommending evacuation due to an actual/potential hazardous materials related threat or other emergency. If sheltering is determined to be the most appropriate protective action, information and instructions will be provided to the affected citizens. This may include, but is not limited to, closing doors (internal and external), windows, fireplace dampers, vents, fans and other openings to the outside. Residents should also turn off furnaces and air conditioners, and cover and stay away from windows. Please refer to Appendix A – Sheltering in Place.

III. Designated Shelters

The City of Ankeny, in conjunction with the Ankeny Community School District and various religious organizations has designated numerous facilities as potential shelter locations. All shelter locations are to be approved by the American Red Cross and will be operated according to signed partnership agreements with American Red Cross.

IV. Authentication

Date

Ankeny Fire Chief

APPENDICES

Appendix A - “Sheltering in Place”

Appendix B - List of Designated Shelters, including map

Appendix C - Shelter Checklist for Ankeny Residents

Appendix A – Sheltering in Place**“Shelter in Place”**

There are situations when the best protection of life and property is to “shelter in place.” If conditions are present that do not allow adequate time for evacuation, or where the risk from the incident will be minimal in duration, officials will consider the option of “sheltering in place.”

Emergency actions would include:

- Shutting off all air handling units, including outside air intake fans.
- Shutting of air conditioners and/or furnaces.
- Taping the doors and windows.
- Any other action that reduces air circulation within a facility.

Appendix B – Designated Shelters in Ankeny**South East Quadrant:**

1. Ankeny United Church of Christ, 602 SE Delaware, Business phone: 964-4647
Peggy Van Cleve, Administrative Assistant: 964-1876 (H)
Dennis Eastin, Pastor: 965-3657 (H)
2. South East Elementary School, 1005 SE Trilein Dr., School phone: 965-9650
Steve Drake, Exec Dir of Support Services: 965-9600 (W), 964-5499 (H)
Kevin Koester, Dir of Comm Education: 965-9606 (W), 963-9996 (H)
Denny Waren, Principal: 964-5352 (H)
Don Walker, Head Custodian: 641-363-4471 (H)
Dr Anne Laing, Assoc. Supt. of Human Resources: 965-9600 or cell: 321-5986
3. Church of Jesus Christ of Latter Day Saints, 729 E. 1st St, Business phone: 964-1330
Robert Clawson, Bishop: 984-7655
David Miller, Building Manager: 965-1290
If no answer at business phone call: 964-7448

North East Quadrant:

1. Our Lady's Immaculate Heart Catholic Church, 510 E 1st St., Business phone: 964-3038
Becky Robovsky, 964-3038 x 117 (W), 971-3181 (H)
Sister Susan Widdell, 965-2297 (H)
2. North East Elementary School, 1705 NE Trilein Dr., School phone: 965-9620
Steve Drake, Exec Dir of Support Services: 965-9600 (W), 964-5499 (H)
Kevin Koester, Dir of Comm Education: 965-9606 (W), 963-9996 (H)
Cindy Slausen, Principal: 250-0124 (H)
Charles Hayes, Head Custodian: 963-1205 (H)
Dr Anne Laing, Assoc. Supt. of Human Resources: 965-9600 or cell: 321-5986

North West Quadrant:

1. Ankeny Free Church, 118 NW Linden St., Business phone: 964-3870
John Colyer, Pastor: 964-3870
2nd Contact:
2. Westwood Elementary School, 2920 NW 9th St, School phone: 965-9690
Steve Drake, Exec Dir of Support Services: 965-9600 (W), 964-5499 (H)
Kevin Koester, Dir of Comm Education: 965-9606 (W), 963-9996 (H)
Jim Ford, Principal: 965-9690
Kim Johnson, Guidance Counselor: 965-9690
Dr Anne Laing, Assoc. Supt. of Human Resources: 965-9600 or cell: 321-5986

South West Quadrant:

1. Holy Trinity Lutheran Church, 517 SW Des Moines St., Business phone: 964-4348
Ellie Baggett, Steward: 964-1869 (H)
Dean Baer, Pastor: 964-2923 (H)
2. Ankeny First United Methodist Church, 206 SW Walnut St., Business phone: 964-4249
Bill McCollaugh, Property Manager: 964-7219 (H)
John Smahaj, Custodian:
Bob Ward, Pastor: 964-0883 (H)
3. Crocker Elementary School, 2910 SW Applewood St., School phone: 965-9710
Steve Drake, Exec Dir of Support Services: 965-9600 (W), 964-5499 (H)
Kevin Koester, Dir of Comm Education: 965-9606 (W), 963-9996 (H)
Tom Muhlenbruck, Principal: 964-5606 (H)
Ray Anderson, Head Custodian: 964-1233 (H)
Dr Anne Laing, Assoc. Supt. of Human Resources: 965-9600 or cell: 321-5986
4. Des Moines Area Community College, 2006 S Ankeny Blvd, Business phone: 964-7028
Mark Bachtke, Director of Physical Plant, 965-7312
Security Office: 964-6500



Appendix C – Shelter Checklist for Ankeny Residents

Items that should be remembered when moving to a designated shelter after an evacuation of your home or business include:

- Identification such as a driver's license
- Cash, checkbook, credit cards & important papers
- Medications & prescriptions
- Vehicle, house and business keys
- Dentures & eyeglasses
- Important phone numbers
- Change of clothes and personal items for each person
- Clothing specific for the weather
- Secure your home: Doors, utilities, pets.
- Take a portable radio, flashlight, food and drinking water
- Leave a destination and phone number with a friend or neighbor or an evacuation authority if no one else is available.